

1. Overview of NAHPS

This manual is designed to introduce the Nebraska Animal Permit System (NAHPS) and provide basic information on the NAHPS website located at: https://nahps.ne.gov/homepage.aspx

NAHPS is a web-based system that allows veterinarians to submit and track entry permit applications and print a copy of their entry permit from their computers without needing to call the Nebraska State Veterinarian's office.

Users will be required to register before they are able to fully access the permit system and start issuing your own permits as well as checking Livestock Import Requirements for Nebraska. For Livestock Import Requirements into Nebraska you can also access that information at the following website:

http://www.nda.nebraska.gov/animal/imports/index.html

The NAHPS program was developed with a variety of people and entities working diligently over the years to achieve a "useful tool system" that will be able to adapt quickly to animal import issues and import requirement checking from Veterinarian's around the country and to ease the burden of importing livestock into the State of Nebraska. In cooperation with ERC Computing and Mitten Software the Nebraska Department of Agriculture is pleased to present NAHPS to you.

2. Creating an Account and Logging onto NAHPS

User Name						
Password						
Log In						
Create Account						
Forgot Name or Password						

Change Password

- Once on the Homepage of NAHPS you will first need to create an account and enter your Veterinarian Information in order to become a NAHPS User.
- After you hit the "Create Account" button you will see the following screen pop up

3001	
First and Last Name	
Accreditation Number	
User Name	
Password	
Confirm Password	
E-mail	
Postal Code	
Company	
	ОК

 You will need to enter your first and last name as registered with the USDA "NAN" National Accreditation Number, your 6 digit federal accreditation number "NAN", a user name and password, email address, postal code and company name. Password must contain a minimum of 8 characters with 1 capital letter, 1 number, and 1 special character (!\$%*)

- If you are an International Veterinarian you will need to contact The Nebraska Department of Agriculture during the business hours of Monday thru Friday 8am to 5pm cst except holidays. That phone number is (402) 471-2351, and we will have one of our office staff team members set your account up for you.
- Once you have your account created you will be redirected to the NAHPS home page and you will need to enter your new username and password and hit Log In

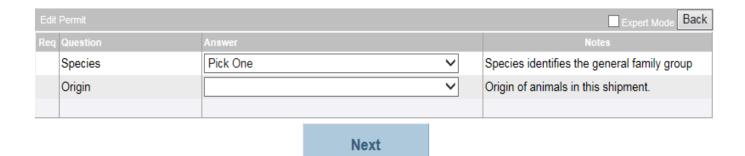
OSEI Wallie
P
Password
LogIn
Log In
Create Account
Forgot Name or Password
Change Password
Remember Me

- If you need to change your password or have forgot your username and password you must call The Nebraska Department of Agriculture and we will have our office team members assist you. Phone Number (402) 471-2351 Monday thru Friday 8am to 5pm cst except holidays.
- After you have successfully logged into NAHPS you will be directed to the Permit Home Screen where you can do one of the following options



3. Starting a New Permit Request

 Once you click on New Permit Request you will be brought to the following screen with 2 questions to answer to start



 These are drop down selections that you will have to choose a selection from the lists incorporated into NAHPS, the majority of the questions and answers are predicated upon drop down lists.

After clicking Species you will see the following list appear

```
Pick One
BOVINE (Cattle & Bison)
CAPRINE (Goat)
CERVID (Deer, Elk)
DOGS &/OR CATS
EQUINE (Horses, Mules, Donkeys)
EXOTIC (Not Indigenous to NE)
OVINE (Sheep)
PORCINE (Swine)
POULTRY (Poultry and Ratites)
REPTILES AMPHIBIANS AND FISH
```

Select the appropriate Species for your permit request. Please note on the
left hand side of the screen you will see a column with a heading of
"Question" and on the right hand side you will see a column with a heading of
"Notes" the right hand column of "Notes" is basically a description of
selections or directions to help you choose which selection to make out of the
appropriate drop down fields you are working in.

 Next you will be able to pick the Origin of the animal's, where they are coming from



 After the selection of Origin you will see more questions and drop down lists appear

Breed / Subspecies / Category	Pick One 💙	Import rules may vary by sub-species
		Male and Female refers to sexually intact animals of any species.
Gender	Pick One	Freemartins are considered sexually intact.
Gender	Tiek Offe	Neutered refers to sexually altered animals.
		In many cases import requirements are determined by gender.
Purpose of Movement	Pick One 🗸	Grazing - means being fed in a pasture or field Feeding - means being fed in a dry lot or confinement situation, for slaughter purposes only Breeding - includes animals being backgrounded to be used for breeding later
Age	Pick One V	In most cases age is a determining factor of import requiements
Quantity		How many animals of this class are in this shipment. You will given an opportunity to list additional animals before completing the permit.
Exposed To or Spend Time In	Pick One 🗸	Have these cattle spent time in or been exposed to any of these concerns? Only select Canada or Mexico when cattle have spent time in or originated from these countries, but are coming to Nebraska from another US state.
Animal ID Method	Pick One V	If these cattle are individually identifed, select the type of identification.
Cert of Vet Health Inspection	- C	List official CVI document number(s) in this space. If you are issuing multiple CVIs for a shipment, list each number, separated by a comma. If the CVIs are sequential, you may list the first and last separated by a hyphen.
Notice	Ç	NEWS FLASH VESICULAR STOMATITIS - ANIMALS FROM QUARANTINED HERDS ARE NOT ALLOWED AND ALL ANIMALS FROM THIS STATE REQUIRE PERMITS.
Comments	Ç.	Use this space to include other information concering the animals in the shipment, which you feel is important. (175 Characters maximum)

Your next question will be Breed/Subspecies/Category



• Once you make that selection you will need to make a Gender selection



 Once you make that selection you will need to select the Purpose of Movement, note on this selection the right hand column will be helpful

Federal Approved Auction/Sale
Breeding
Exhibition
Feeding
Grazing
Rodeo
Rodeo plus another purpose
Federal Approved Slaughter
Veterinary Clinic or Diagnostic Lab
Feeding to Slaughter w/Compliance Agreement

• Once you make that selection you will need to pick the age of the animals

Pick One
Less than 2 months
Two months to less than 6 months
Six months to less than 18 months
18 months to less than 24 months
Twenty-four months and greater

 Once you make that selection you will need to enter in the quantity or number of animals that you are sending to Nebraska

Quantity

Your next selection will be "concerns" or exposed to or spent time in, use the notes on the right hand side to help with this selection

Pick One Mexico (See notes to the right) Canada Manitoba origin (See notes at right) Canada (See notes to the right) DSA - Designated Surveillance Area Area Quarantined for Any Disease Assembled Group Known Positive T. foetus Herd Brucellosis Affected Herd None of the Above

Have these cattle spent time in or been exposed to any of these concerns?

Only select Canada or Mexico when cattle have spent time in or originated from these countries, but are coming to Nebraska from another US state.

- For different species this selection will either appear based on your species selection or will have different verbiage based upon previous selections, this field is specie specific.
- Once you make that selection you will need to tell us what Identification you have used on your animal's

Pick One
Official Brite ID Tag (Silver)
Official RFID Tag
Breed Registy Tattoo and Registration Certificate
Official Bruc Vac Tag
CAN Brand and CFIA Eartag
Registration Tattoo and Official CAN Tattoo
Brand w/ Brand Inspection Certificate
M Brand and SAGARPA Metal Eartag (blue)
M Brand and other SAGARPA ID
None of the Above

- Again this field will be species specific based upon your previous selections, that will formulate what type of ID choices you will have to select from.
- After your ID selection you will need to record the CVI or Health Certificate or Reference Sheets that these animals are moving on



 Depending on if there are any Animal Disease concerns for the origin of these animals you might see the following box with notes in the right hand column

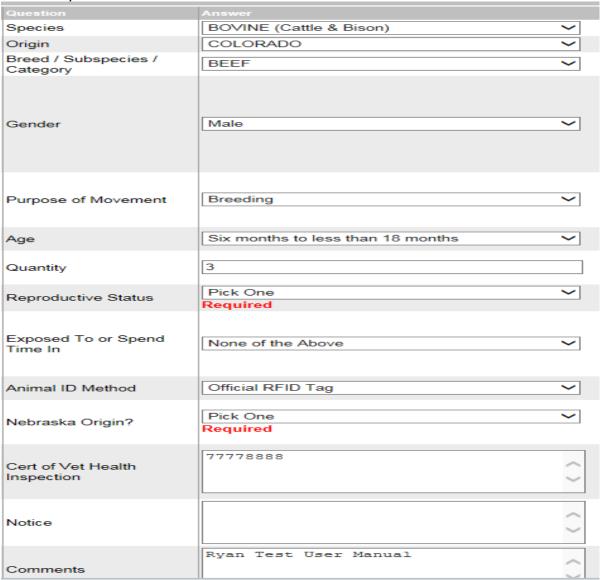


The next section will more than likely be the Comments section



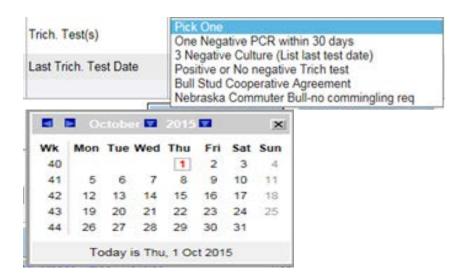
- You will need to use this section to make any additional comments about the
 permit and movement you are attempting to complete. This is also a useful
 section to use if you have mixed loads. EX: You are moving Steers and Heifers
 on the same load notate here how many steers you are moving and how many
 heifers you are moving to equal the quantity amount you entered above.
- Once you are ready to proceed with the permit you will hit next, the system will
 check the entered information and potentially populate more questions for you to

answer which will appear in the middle of the screen generally, you will see a red required word and asterisk



 These extra questions will solely be based upon the previous information you entered, you will need to complete these fields in order to proceed. Using the right hand notes column for the extra populated questions will be helpful. Here are some examples of additional questions that you might see

Daniel Control	Pick One	
Reproductive Status	VIRGIN	
	NON-VIRGIN	
Nahanaka Orinia?	Pick One	
Nebraska Origin?	Non-Nebraska Origin	
	Nebraska Origin	



 Once you have answered the additional questions you can proceed with your permit by hitting Next and you will see the following pop up

Add Animals to this Permit?

All animals on a permit must have the same origin, destination and general handling requirements.

Yes - Add Animals

No - Complete Permit

- If you have additional animals you would like to add to this permit hit the Yes-Add Animals button and you will be returned to the questions page and have to enter additional information based on what you are trying to add. If you have no more animals to add to this permit session go ahead and hit No-Complete Permit.
- If you choose to complete the permit you will be brought to the following screen to pick the origin/consignor of the animals, this is either a private individual or business name

Search for Origin / Consignor in Address Book

Enter one or more search string(s) then press 'Find'.

Origin / Consignor

Business	Contact Name	Address	County	City	State	Zipcode	ID		
					SD				
In the Name of the Control of the Co									

No location match filters, or all filters are empty.

Find

Skip Search - Enter Information

- Here you will have access to all the individuals and businesses that have done
 permits with Nebraska and are stored in our database from the particular state
 you are sending animals from.
- A useful tool here will be the "Find" button, so type in the first name of the business or contact name and it will populate a list of selections for you

Orig	Origin / Consignor										
Busin	ess	Contact	Name	Address		County	City	State 2	Zipcode	ID	
r								SD			
	Business		Contact N	<u>ame</u>	Addres	<u>s</u>	County	City	State	Zipcode	<u>ID</u>
Select	2 HEARTS B	ISON	AUSTIN,J	ERRY			CUSTER	FAIRBURN	SD	57738	012076
Select	ABERDEEN LIVESTOCK						BROWN	ABERDEEN	SD	57401	011714
Select	ALBERS DAI	RY	ALBERS,	JULIE			CLARK	CARPENTER	SD	57322	013031
Select	ATKINS HER	FORDS	ATKINS, I	PETE	27106	468TH AVE		TEA	SD	57064	019661
Select	BAD RIVER RANCHS						STANLEY	FORT PIERRE	SD	57532	010461
Select	BEAR COUN	TRY	CASEY,K	EVIN				RAPID CITY	SD		012020
Select	BILL OR HEA GREENOUG		GREENO	UGH,BILL			FALL RIVER	OELRICHS	SD	57763	016368
Select	BRAMBABL I ZOO	PARK					CODINGTON	WATERTOWN	SD	57201	012389
Select	BRITTON LIVESTOCK	SALES					MARSHALL	BRITTON	SD	57430	012230
Select	BROKEN AR		SCHOTT,	DALLAS	26675	US HWY 12		MCLAUGHLEN	I SD	57642	017493
Select	BURKE LIVE AUCTION	STOCK	LAMBLEY	,DANIVAN			GREGORY	BURKE	SD	57523	009147
Select	BURNT ROC RANCH	KELK	SCHMITZ	DAN L			GREGORY	BONESTEEL	SD	57317	014092
Select	BUSHY PAR CATTLE CO.		THOMPS	ON,CORY			DAVISON	MITCHELL	SD	57301	014255
Select	CARDEN CIF	RCUS				ANS AREA A 4500 WEST CANA		WINNER	SD	57580	018871
Select	CARVER RA	NCH	CAVER,R	USS			BUTTE	BELLE FOURCHE	SD	57717	012070
Select	CHAMBERLA LIVESTOCK AUCTION	AIN					BRULE	CHAMBERLAIN	N SD	57325	009974
Select	CHARLES NI COUNTY LIVESTOCK	×					CHARLES MIX	PLATTE	SD	57369	009454
Select	COWAN RAN	NCH	COWAN,	TODD			HYDE	HIGHMORE	SD	57345	012394
Select	D K R DAIRY GOATS	,	DENKER,	PAM			CHARLES MIX	WAGNER	SD	57380	009753
Select	DAKOTA SIR SERVICE	RE					DAVISON	MITCHELL	SD	57301	012551
Select	DRY WELL F	RANCH	HANSON	, DEAN	19472	9 MILE RD		VALE	SD	57788	019710
Select	EASTERLING	DAIRY	EASTERL	ING,KEITH			CHARLES MIX	WAGNER	SD	57380	015436
Select	EDGAR RAN	СН	EDGAR, I	ROBERT	14426 RD	oORAL LOOP	FALL RIVER	ORAL	SD	57766	019856

• If you do not find the individual or business in our database you will need to select Skip Search-Enter Information and you will see the following screen

Physical Addresse						Locked Ba	ck
	Origin / Consigno	or		Destination	Cons	ignee	
First & Last Name*			*	:			
Company							
Address*			*				
City*			*				
State*	CO			NE			
Zip Code*			*				
County							
Country*	UNITED STATES			UNITED STATES			
Phone*			*				
E-Mail							
ID							
	✓ Update (Origin in Address Book		✓ Upo	date Destir	nation in Address Book	
	Pick A	Different Origin		<u>Pic</u>	k A Diffe	rent Destination	
		Next	S	kip Ahead			

Every field with a red asterisk next to it will be a required field. Once you have entered all the information needed here you can check the Update Origin in Address Book and that will save this location in our database. Once the Origin/Consignor is filled out you can search for the Destination/Consignee in Nebraska by simply clicking the Pick a Different Destination and you will see this

Search for De	stination / Cor	isignee in Ad	dress Book				
Enter one or mo	re search string(s) then press 'Fi	nd'.				
Destination	/ Consignee						
Business	Contact Name	Address	County	City	State	Zipcode	ID
					NE		
No location match f	filters, or all filters are	empty.					
		Find	Skin Search -	Enter Informati	on		
		i iiid	Omp Coaren	Littor imormati	011		

• Same rules apply here with the "Find" button. You can type in a business name or contact name and a list will populate for you of locations in Nebraska to choose from. If you do not find the Nebraska location you are looking for hit the Skip Search-Enter Information button and you will be re-directed to the screen

where you can manually enter the Destination information just make sure to click the Update Destination in Address Book box to save your information.

Dest	tination / (Consignee							
Busine	ess	Contact Name	Address Co	ounty	City	State Zi	pcode	ID	
p						NE			
	Business		Contact Name	Address	County	City	State	Zipcode	<u>ID</u>
Select	ALPINE ELK	RANCH	MEINTS,ROGER		GAGE	BEATRICE	NE	68310	000094
Select	APPALOOSA	HORSE SHOW			HALL	GRAND ISLAND	NE	68801	000131
Select	ASPEN DAIR	Y	SLAGER, JANNET		BUFFALO	MILLER	NE	68858	000148
Select	BAYARD PRO	OCESSING	GUNVES,D.		MORRILL	BAYARD	NE	69334	000230
Select	BELL FARMS	/TOP QUALITY			POLK	SHELBY	NE	68662	000248
Select	HALLIGAN E	NTERPRISE	HALLIGAN, BILL / VIRGINIA		KIMBALL	BUSHNELL	NE	69128	000284
Select	BLUE RIVER	PORK			YORK	MC COOL JUNCTION	NE	68401	000315
Select	BOB AND PA	UL SPENNER	SPENNER,BOB		CUMING	WEST POINT	NE	68788	000319
Select	BOER GOAT SHOW AND	EXPO GOAT SALE			DAWSON	LEXINGTON	NE	68850	000322
Select	BRANIARD P	'IG	SNITILY, MICHAEL		SAUNDERS	MALMO	NE	68040	000352
Select	BREEDERS (CUP BUCKING			CHERRY	VALENTINE	NE	69201	000357
Select	BROMM CAT	TLE COMPANY	BROMM, JOHN & DON		BURT	CRAIG	NE	68019	000374
Select	CAPRINE SH	low			CASS	WEEPING WATER	NE	68463	000447
Select	CEDAR HILL	SHEEP			CEDAR	RANDOLPH	NE	68771	000469
Select	CHAMPAGNI	ERANCH			CHEYENNE	POTTER	NE	69156	000484
Select	CHAMPION F	FEEDYARD			CHASE	IMPERIAL	NE	69033	000485
Select	PETERSON I	FARMS	PETERSON, CHUCK		HOLT	ATKINSON	NE	68713	000595
Select	PETERSON I	FARMS	PETERSON, CHUCK		HOLT	ATKINSON	NE	68713	000608
Select	COAN HAMP	SHIRE FARMS			PLATTE	PLATTE CENTER	NE	68653	000651
Select	COLUMBUS PAVILLION	SALES	BOCK,TRAVIS	8TH ST	PLATTE	COLUMBUS	NE	68601	000679
Select	CORNHUSKE DAIRY GOAT				MADISON	MADISON	NE	68748	000700
Select	CORNLEA PI	G	BRACHLE,BILL		PLATTE	HUMPHREY	NE	68642	000701
Select	COW - POWE SALE	ER LEGACY			LANCASTER	LINCOLN	NE	68501	000722
Select	CRAWFORD	STAMPEDE			DAWES	CRAWFORD	NE	69339	000730
Select	CRESTLAND	CO-OP			POLK	SHELBY	NE	68662	000731
Select	GOSPER CO	UNTY RODEO			GOSPER	ELWOOD	NE	68937	001002
Select	EXCEL POR	<			BURT	LYONS	NE	68038	001060
Select	F S EXPO SA	LE			DAWSON	LEXINGTON	NE	68850	001089
Select	FULTON PER		FULTON, BRIAN	HC 14 BOX 127	CHERRY	VALENTINE	NE	69201	001223

• Once you have the Consignor and Consignee information entered or selected hit next and you will see this for a review

ΠΕΛΙ ε	and you will see this	ioi a leview					
Physical Addresse					Locked Back		
	Origin / Consignor			Destination / Cons	ignee		
First & Last Name*	PETE	ATKINS		BILL / VIRGINIA	HALLIGAN		
Company	ATKINS HERFORDS			HALLIGAN ENTERPRISE			
Address*	* 27106 468TH AVE		-	270 RAILROAD AVE			
City*	TEA		-	BUSHNELL			
State*	SD			NE			
Zip Code*	57064			69128			
County				KIMBALL			
Country*	UNITED STATES			UNITED STATES			
Phone*	605-368-2837		-	* 308-673-5568			
E-Mail							
ID	019661			000284			
	Update Origin in Address Book			Update Destination in Address Book			
	Pick A Dit	fferent Origin		Pick A Diffe	rent Destination		

 This is the Permit: Pending Confirm page, here you will see any additional statements that may be required for the CVI like TB, VS and TRICH, you will also see any additional requirements that the Veterinarian may need

Skip Ahead

to do, and you will see Nebraska's Import Requirements for this movement based on the information you have provided the permit system.

Session: 53372 Permit: PENDING CONFIRM Status: I Reviewed: Conditions and Notes STATEMENT REQUIRED The following statement shall be written on the CVI by the issuing veterinarian: "The animals represented on this CVI have not originated from a premises or area under quarantine for Vesicular Stomatitis or a premises on which Vesicular Stomatitis has been diagnosed in the last 30 days. I have examined the animals and found no signs of Vesicular Stomatitis". 004.12 ADDITIONAL REQUIREMENTS Animals entering Nebraska for exhibition purposes shall have been examined by an accredited veterinarian within 48 hours of importation into Nebraska and so stated on the CVI. This permit number shall be listed on the Certificate of Veterinary Inspection (CVI). Beef and dairy breeding cattle, except bison, imported for breeding purposes shall enter Nebraska with individual identification; and: All males over twenty-four (24) months of age and all non-virgin males less than twenty-four (24) months of age shall have 5.04 tested negative for trichomoniasis by a test or tests, approved by the Department, within thirty (30) days prior to importation; Trichomoniasis. Beef and dairy breeding cattle, except bison, imported for breeding purposes shall enter Nebraska with individual identification; and: All males over twenty-four (24) months of age and all non-virgin males less than twenty-four (24) months of age shall have been tested negative for trichomoniasis by a test or tests, approved by the Department, within thirty (30) days prior to importation; The Certificate of Veterinary Inspection (CVI) shall be signed by an accredited veterinarian who acknowledges the apparent absence of any infectious, contagious, or otherwise transmissible disease. The (CVI) shall contain the name and address of both consignor and consignee, the purpose of movement into the state, age, breed, sex, number of animals, the destination in the state, the description of the animals, and the identification and specific disease information for each species as prescribed 004 in 23 NAC 2-005 to 014, below. If a permit for entry is required for movement into the state, the permit number shall be listed on the Certificate of Veterinary Inspection. Each (CVI) shall be valid for thirty (30) days from date of examination, unless otherwise stated by the Bureau, and no more than one (1) movement into the state. A copy shall accompany the animal(s) and a copy shall be forwarded to the state of origin. Acceptance of Conditions Checking this box indicates that: - the information is truthful to the best of your knowledge - you fully accept all terms and conditions. Confirm Copy to New Permit Print Add Animals Back **New Permit** Home

> If you need to make any changes to the information you have entered before confirming and receiving a permit there are some

function tabs that will direct you back through the program to specific areas based on your selection at the top left of the screen

User Name: [90084] Ryan Harris9881 > NAHPS Home > Recent Activity > Questions > Add? > Vet Info > Locations > Summary	<u>Loq Out</u>	
Edit Permit		Back

 You will see here that you can go back to the NAHPS Home Page, Recent Activity, Questions, Add Animals, Vet Info, Locations. The Vet Info tab will direct you to your personal information you added when you created an account to access NAHPS

	Veterinarian Information					
First & Last Name	* Ryan	Harris				
Company	NDA	NDA				
Address	* 3411	* 3411				
City	* Cable Ave	Cable Ave				
State	* NEBRASKA	NEBRASKA				
Zip Code	* 68506					
Phone	* 402-471-2351	402-471-2351				
E-Mail	ryan.harris1@ne	ryan.harris1@nebraska.gov				
ID	104475					
Accreditation No	NOT10KXX					
License No						
	✓ Update Permanent Vet Record					

- When you are ready to finish the permit check the box in this field and hit confirm Acceptance of Conditions
 - Checking this box indicates that:
 - the information is truthful to the best of your knowledge
 - you fully accept all terms and conditions.

Confirm

And you will receive your permit number

Session: 53372 **Permit: WWW8512566** Status: Reviewed: 10/1/2015

If the movement you are doing requires a quarantine it will look like this

Session: 53384 Permit: WWW8512577 Status: P Reviewed: 10/1/2015

Quarantine M

Quarantine documentation will be sent to the Consignee.

NEBRASKA DEPARTMENT OF AGRICULTURE

NEBRASKA Soot Life Steet floods coaster coascours Animal and Plant Health Protection PO Box 94787 Lincoln, NE 68509

WWW8519843 Area: 5

Date: 12/19/16

Page 1

SESSION RECORD

Consignee / Destination		Consignor / Origin		Veterinarian	
ADAM'S LAND & CATTLE CO. ADAM'S, JETRY 327 SOUTH 1ST AVE BROKEN BOW, NE 68822 CUSTER (308) 872-6494		CATTLEX, LTD DRAKE, ANDY BOX 340 HAMOTA, MB ROMOTD MANTOBA - CANADA (204) 764-2471		LOVATT, GREG 304 PACFIC AVE BRANDON, MB F7/A0H5 (204) 728-0033	
Health Certs WBR2016-4087-0316		CANADA			

SESSION 61070	PERMIT #: WWW8519843				QUARANTINETYPE
SPECIES MOVEREASON	BREED	GENDER Agenyt	QUANTITY TESTS	DATE RESULTS	DUEDATE RLSEDATECCOE
BOVINE (Cattle & Bis Feeding	BEEF	Male Sox months to less than 18 m	84 Negative Ind Te on		N

Livestock: MOXED BREED STEERS

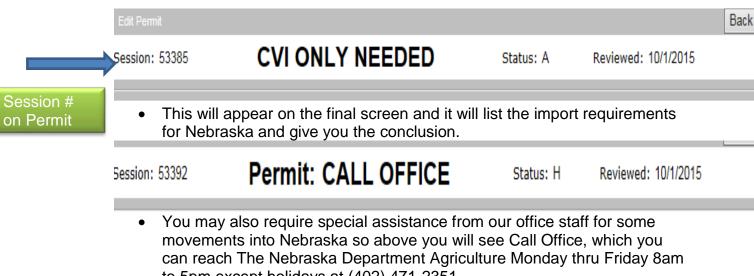
Cattle must be tested TB negative within 60 days of permit.

"See Statute"

Cattle from Canada must obtain an import permit and record permit number on CVI.

The Certificate of Veterinary Inspection (CVI) shall be signed by an accredited veterinarian who acknowledges the apparent absence of any infectious,

 This is what a finished permit will look like with applicable CVI statements or information. You will notice the origin, destination, permit number, signing veterinarian, species, head count, testing information etc. When using NAHPS if you are just checking to see import requirements into Nebraska a permit session might not always end in a permit depending on the type of movement you are trying to accomplish. The system will check the information you have entered and could result in a Different conclusion here is a couple examples of those. Also when just checking import requirements feel free to use the following link as another resource. http://www.interstatelivestock.com/



to 5pm except holidays at (402) 471-2351

iession: 41321 ENTRY DENIED Status: D Reviewed: 2/25/2014

 Again another example of a conclusion on NAHPS based upon the previous information you had entered. You would want to call our office on the above scenario.

NAHPS is a question and answer based system that checks responses against Nebraska's Import Regulations as well as Federal Regulations to give the appropriate conclusions for importation of animals into Nebraska. The Nebraska Department of Agriculture staff is available Monday thru Friday 8am to 5pm cst except holidays to answer any questions you may have. If you need technical support while working on the NAHPS program feel free to call our office at (402) 471-2351. One important tip that will help the troubleshooting process is if you can reference the **permit number** or **permit session** number when calling us so we can find your permit/session quickly and help you through the process.